
OFFICE OF GOVERNOR RONNIE MUSGROVE
INTEROFFICE MEMORANDUM

TO: BOYD
COLE

FROM: RILEY

SUBJECT: REQUEST FOR TRAVEL AUTHORIZATION

DATE 8/4/00

CC: FILE

I am submitting the attached Request for Travel Authorization in order to attend the National School-to-Work conference at the Hyatt Regency Washington on Capitol Hill October 10-13, 2000. As depicted on the attached "State Director Update", the State School-to-Careers Office has already prepaid the State Partners' airline tickets and conference registration. Food, taxi and miscellaneous expenses will be reimbursed by the State Office after the conference. The Office of the Governor will not incur any expenses for my attending this conference.

As chair and facilitator of the Mississippi's School-to-Careers Initiative, I feel that the conference will provide excellent training and resources, especially in our developing strategies to accelerate best practices for the initiative.

I need to inform the State Office by August 25 if I will be unable to attend the conference in order for them to cancel my airline and hotel reservations. I would request your approval or disapproval at your earliest convenience. Thank you in advance for your consideration of this request.